

CONFIDENTIAL

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700390037-1

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Records Management Staff

DATE: 29 May 1959

FROM : RI/Trainees 

SUBJECT: Forms Management Training

1. During the two months on-the-job training with Forms Management Branch, we have acquired the following working knowledge and skills:

- a. Procedures and channels for processing requests for approvals of forms.
- b. Requirements for identifying, procuring, stocking and issuing forms.
- c. Design and construction of form.
- d. Fact finding discussion with requesters.
- e. Analyze requirements for forms with respect to necessity, consolidation with other forms, revision and elimination.
- f. Recommendations and acceptance of forms by requester.

2. Since the Forms Management Branch is responsible for implementing Agency Forms Management Program, we suggest the following procedures for improving on the job training in the Branch:

- a. Instructions should be detail.
- b. Work with each member of the Branch until completion of projects.
- c. Trainees should be properly instructed prior to assigning project to them.
- d. A certain amount of time should be set aside for reading.

3. The facilities and functions of Forms Management Branch could and should be publicized more throughout the DD/P (this could be done by meetings with the Area Records Officers). In addition, we feel that an individual from the Forms Management Branch should be available to present their functions at one of the IOC Courses.

CONFIDENTIAL

25X1